



**Town of Reading**  
**16 Lowell Street**  
**Reading, MA 01867-2683**

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**To:** Community Planning and Development Commission  
**CC:** Jean Delios, Robert LeLacheur  
**From:** Julie Mercier, Community Development Director  
**Date:** May 19, 2016 - UPDATE  
**Re:** Zoning Bylaw Amendment Timeline for November 2016

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**Zoning Priorities & Working Group Leads**

1. Sign Bylaw – Nick Safina
2. 40R Expansion – Dave Tuttle
3. Site Plan Review – John Weston
4. Minor Amendments – Jeff Hansen

**Drafts – Due Dates (edits by Community Development Director)**

1<sup>st</sup> Draft: Week of May 2<sup>nd</sup>

CPDC Review: Monday, May 9<sup>th</sup>

2<sup>nd</sup> Draft: Week of May 16<sup>th</sup> and Week of May 23<sup>rd</sup>

CPDC Review: Monday, May 23<sup>rd</sup> (Signs) and Monday, June 6<sup>th</sup> (all others)

Final Draft: Week of June 13<sup>th</sup>

CPDC Review: Monday, June 20<sup>th</sup>

Meeting with BOS to discuss: Tuesday, June 21<sup>st</sup>

Event with Business Community to discuss: Wednesday, June 22<sup>nd</sup>

Updates to Drafts (as needed after 2<sup>nd</sup> Public Hearing): Week of August 1<sup>st</sup>

CPDC Review: Monday, August 8<sup>th</sup>

**Public Hearings**

Monday, July 11<sup>th</sup> – Hold 1<sup>st</sup> Public Hearing at regularly scheduled CPDC Meeting

Monday, July 25<sup>th</sup> – Hold 2<sup>nd</sup> Public Hearing at regularly scheduled CPDC Meeting

Monday, August 8<sup>th</sup> – CPDC Vote to put articles on Warrant

**Final Warrant Articles**

Final Review by Town Counsel: Monday August 8<sup>th</sup> – Thursday, August 11<sup>th</sup>

Due to Town Manager: Monday, August 15<sup>th</sup>

Warrant Closes: September 27<sup>th</sup>

**November Town Meeting**

Monday, November 14<sup>th</sup> – convenes

Thursday November 17<sup>th</sup> – as needed

Monday, November 21<sup>st</sup> – as needed / Monday, November 28<sup>th</sup> – as needed